LEGISLATIVE ASSEMBLY OF MANITOBA

A GUIDE TO MEMBERS' REMUNERATION, BENEFITS AND SERVICES

(as in effect on September 10, 1986)

FOREWORD

This guide, which is current as of September 10, 1986, has been compiled for the information of all Members of the Legislative Assembly of Manitoba.

It is designed to provide MLAs with an easily referred to source of information respecting their remuneration, benefits and services.

It should not, however, be regarded as an authority. The statutes, rules, policies and guidelines referred to are the authorities. Copies of these authorities may be obtained from the Office of the Clerk of the Assembly.

Further information may also be obtained from the Office of the Clerk of the Assembly or from the office or service concerned.

W.H. Remnant
Clerk of the Legislative Assembly

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PART 1 - REMUNERATION

1.1 BASIC COMPENSATION [Legislative Assembly Act, s. 59]

Each MLA is paid an indemnity and an allowance for expenses for each fiscal year. The amount of the indemnity is established in accordance with the formula set out in the Legislative Assembly Act. The expense allowance is equal to one-half of the annual indemnity.

The indemnity and allowance are paid on a pro-rata basis bi-weekly in accordance with normal government pay practices.

An MLA's entitlement to his or her annual indemnity and allowance commences on the date on which the MLA is elected and ceases on the day before polling day in a general election. [Legislative Assembly Act, s. 60(4) (b) and (e)].

INDEMNITY	$24,135.68
ALLOWANCE	12,067.84 (tax free)
CURRENT BASIC COMPENSATION	$36,203.52

1.2 ADDITIONAL ALLOWANCES [Legislative Assembly Act, s. 59(2)]

The MLAs who are elected Speaker and Deputy Speaker respectively receive the following additional allowances and expenses:

	INDEMNITY	NON-SESSIONAL ALLOWANCE	EXPENSES*
SPEAKER	$12,000.00	$3,500.00	$3,000.00
DEPUTY SPEAKER	$3,500.00	-	$500.00

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*Reimbursement for expenses must be approved by the Provincial Auditor.

MLAs who hold the following positions receive, in addition to their basic compensation, an additional annual indemnity of $2,500.00:

- Deputy Chairman of the Committees of the Whole House;
- Government Whip;
- House Leader of the Official Opposition;
- Opposition Whip.

MLAs who occupy positions mentioned in s. 59(2) of the Legislative Assembly Act are paid the additional allowances provided from the date on which they are recognized as occupying those positions until the day before polling day in a general election. [Legislative Assembly Act, s. 60(4)(g)].

1.3 SESSIONAL PER DIEM ALLOWANCE [Legislative Assembly Act, s. 59.1(1)]

A living allowance of $40.00 for each elapsed day of a session, except for periods when the Assembly is adjourned for ten or more continuous days, is paid to each MLA who does not ordinarily reside in the City of Winnipeg and who represents an electoral division that is wholly or partly outside the city. Eligible MLAs are paid this allowance on a bi-weekly basis.

1.4 SESSIONAL PER DIEM ALLOWANCES (2 RESIDENCES) [Legislative Assembly Act, s. 59.1(2)]

A living allowance of $65.00 for each elapsed day of a session, except for periods when the Assembly is adjourned for ten or more continuous days, is paid to each MLA who represents an electoral division that is wholly outside the city and which MLA maintains both a residence in the electoral division and, for purposes of attending the session, a residence in the City of Winnipeg. Eligible MLAs are paid this allowance on a bi-weekly basis. No member shall receive an allowance under both section 1.3 and section 1.4.

1.5 ALLOWANCES FOR OPPOSITION LEADERS [Legislative Assembly Act, s. 61(1-6)].

The Leader of the Official Opposition is paid, in addition to basic compensation, a salary equal to the highest remuneration fixed for a Member of the Executive Council other than the Premier.

CURRENT SALARY $20,600.00

The leaders of other recognized opposition parties shall each receive such salaries and expense allowances as may be provided for in the appropriations.

The salaries and expense allowances payable to the leaders of recognized opposition parties are paid bi-weekly on a pro-rata basis in accordance with normal government pay practices. The entitlement continues as long as the recipients occupy these positions.

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Here and elsewhere in this material "recognized party" or "recognized opposition party" means a political party that is represented in the Assembly by four or more members. [Legislative Assembly Act, s. 61(6)(b)].

1.6 SALARY FOR LEGISLATIVE ASSISTANTS [Legislative Assembly Act, s. 61.1]

An MLA appointed to a position as Legislative Assistant to a Cabinet Minister is paid a salary, fixed by Cabinet, (currently set at $2,500 per annum) and is reimbursed for reasonable expenses, as approved by the Provincial Auditor, by the Department to which he or she is assigned. This additional salary and the entitlement to reimbursement for expenses ceases upon dissolution of the Assembly.

1.7 SPECIAL SUPPLIES AND OPERATING ALLOWANCE [Legislative Assembly Act, s. 66.5].

An allowance of $1,500.00 per fiscal year is paid each April 1st in respect of each MLA for special supplies and assistance. This allowance is paid to a person designated by the leader of each recognized party. In the case of an MLA who does not belong to a recognized party or the Speaker the allowance is paid directly to the individual MLA or the Speaker.

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1.8 DEDUCTIONS FROM INDEMNITY AND EXPENSE ALLOWANCE

The following deductions are made from an MLA's annual indemnity and expense allowance:

(a) Income Tax Payments
(b) Canada Pension Plan Contributions
(c) Contributions to MLA Pension Plan (optional)
(d) Group Insurance (optional)
(e) Blue Cross (optional)

Additionally, each MLA is required to complete and return annually to Personnel/Payroll a Tax Deduction Return (TD1) and to report any changes affecting benefits as they occur.

PART 2 -EXPENSES

2.1 INDEMNITY AND EXPENSES FOR COMMITTEE MEMBERS [Legislative Assembly Act, s. 64(1)].

An MLA, except a Cabinet Minister or the Leader of the Official Opposition, who is a member of a Standing or Special Committee and who attends a hearing or a meeting of the Committee while the Assembly is not in session, or has been adjourned for four or more days, is entitled to be paid an indemnity of $75.00 per attending day and to be reimbursed for expenses incurred.

An MLA who is a member of the Legislative Assembly Management Commission may be paid an indemnity and expenses for attending a meeting of the Commission on the same basis and in the same amounts as a member of a committee.

An MLA is paid these indemnities and expenses on the basis of accounts submitted to the Clerk of the Legislative Assembly and approved by the Chairman of the Committee.

2.2 CONSTITUENCY ALLOWANCE [Legislative Assembly Act, s. 63].

An MLA may be reimbursed in respect of each fiscal year for constituency allowance expenses incurred up to a maximum of $3,500.

Accounts, together with the required supporting documentation, are submitted to the Clerk of the Legislative Assembly and approved by the Speaker.

The Legislative Assembly Management Commission has adopted comprehensive Rules governing reimbursement for constituency allowance expenditures. MLAs should consult these Rules before submitting any claims.

Constituency allowance funding is provided to enable an MLA to ensure effective communication with his or her constituents and to serve them better, inclusive of capital purchases but is not to be used in any way for partisan purposes or to provide financial benefits to an MLA or an MLA's spouse or children.

2.3 ACCESS ALLOWANCE [Legislative Assembly Act, s. 63(2.2)]

An MLA may be reimbursed in respect of each fiscal year for access allowance expenses incurred up to a maximum of $6,000.

Accounts, together with the required supporting documentation, are submitted to the Clerk of the Legislative Assembly and approved by the Speaker.

The Legislative Assembly Management Commission has adopted comprehensive Rules governing reimbursement for access allowance expenditures. MLAs should consult these Rules before submitting any claims.

Access allowance funding is provided to enable an MLA to ensure effective communication with constituents and to serve them better but is not to be used in any way for partisan purposes or to provide financial benefits to an MLA or an MLA's spouse or children. Items of office furniture and equipment may not be claimed for under the access allowance.

2.4 COST OF LIVING INCREASE [Legislative Assembly Act, s. 66.7(1)]

In any fiscal year the following indemnities or allowances shall be increased in accordance with the formula prescribed by the Act:

- the living allowance pursuant to subsections 59.1(1) or (2);
- the maximum allowable Constituency allowance;
- the maximum allowable access allowance;
- the committee indemnity; and
- the special supplies and operating allowance.

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2.5 TRAVEL ALLOWANCE AND EXPENSES [Legislative Assembly Act, s. 62]

Each MLA who represents an electoral division which is wholly outside the City of Winnipeg is entitled to a travel allowance to cover expenses incurred in travelling between the electoral division and the Legislative Assembly and within the electoral division.

The maximum amount claimable shall not exceed in a fiscal year the cost of 52 return trips, made by private automobile, between the Legislative Building and the MLA's constituency residence.

Payment is made on the basis of accounts submitted to the Clerk of the Legislative Assembly and approved by the Speaker.

Entitlement to the travel allowance and to reimbursement for travel expenses commences on the date on which an MLA is elected and terminates upon dissolution of the Legislative Assembly.

2.6 USE OF GOVERNMENT AIR SERVICE [Legislative Assembly Act, s. 66.6]

An MLA may, on a non-charter and incidental basis, use the government air service for transportation within the province if the aircraft is making the particular trip for some other purpose and space is available for the MLA without displacing any other passenger which the trip was intended to serve.

An MLA's entitlement to use this service commences on the date on which he or she is elected and terminates upon dissolution of the Legislative Assembly.

2.7 MAILING PRIVILEGES [Legislative Assembly Act, s. 66.4(1)]

The Legislative Assembly Management Commission has adopted guidelines respecting the use of mailing privileges.

An MLA may, at the expense of the government, mail such letters as are considered necessary to the conduct of his or her duties.

Additionally, each MLA may make use, at the government's expense, of three householder mailings in each fiscal year.

These privileges are provided for an MLA's use in respect of his or her duties as an MLA, but not in respect of his or her role as a member of a political party. They may not be used to solicit donations to, nor to promote membership in, a political party. Nor may they be used to promote attendance at political party functions.

An MLA's entitlement to the mailing privileges commences on the date on which the MLA is elected and ceases upon dissolution of the Legislative Assembly.

2.8 PRINTING PRIVILEGES [Legislative Assembly Act, s. 66.4(3)]

An MLA may have written material for a householder mailing printed at government expense three times in each fiscal year.

The cost of the printing shall not exceed the product of 1.5 times the cost incurred by the government for the mailing. [i.e. 1.5 x (# of householders x mailing cost per householder)]. The amount of this entitlement may be obtained by contacting the Administration Branch at 945-2657.

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An MLA's printing privileges earned in respect of a session must be used prior to the start of the next session. They may not be carried over.

An MLA's entitlement to the printing privileges commences on the date on which the MLA is elected and ceases upon dissolution of the Legislative Assembly.

2.9 TELEPHONE PRIVILEGES [Legislative Assembly Act, s. 66.4 (2)].

Each MLA, except a Member of the Executive Council, the Speaker or the Leader of the Official Opposition, is issued with a Manitoba Telephone System credit card by the Legislative Assembly Offices.

The cost of long distance calls made by an MLA in carrying out his or her responsibilities as an MLA may be charged to the MLA's credit card. Credit card charges are paid out of the appropriate caucus office budget.

The Speaker, the Leader of the Opposition and Members of the Executive Council may be provided with telephone credit cards through the offices they hold.

An MLA, except the Speaker, the Leader of the Official Opposition or a Member of the Executive Council, is required on resignation or dissolution of the Legislative Assembly to deliver his or her telephone credit card to the Office of the Clerk of the Legislative Assembly.

An MLA's entitlement to telephone privileges commences on the date on which an MLA is elected and ceases upon dissolution of the Legislative Assembly.

PART 3 - CONFLICT OF INTEREST
[Legislative Assembly and Executive Council Conflict of Interest Act]

The Legislative Assembly and Executive Council Conflict of Interest Act was enacted to address the issue of conflicts between MLAs' private interests and their public duties and responsibilities.

Every MLA, including a Minister of the Crown, is required to complete and file with the Clerk of the Legislative Assembly within 15 days after the beginning of each session a statement disclosing his or her assets and interests [Conflict of Interest Act - s. 11(1)]. If during a session an MLA acquires or disposes of assets or interests (of the kind referred to in the Act) he or she must complete and file with the Clerk a further statement disclosing the acquisition or disposal. Such statements are available for inspection by any person.

Failure to file such a statement shall result in the suspension of an MLA for the duration of the session, or if no session is in progress, for the duration of the next session or until the required statement is filed. If not filed by the end of the session in which the suspension occurred [Conflict of Interest Act, S. 23], the MLA is disqualified from office.

No indemnity, allowance or expense otherwise payable to an MLA will be paid during the course of such a suspension, nor will the period of suspension served be included in the MLA's service for pension purposes.

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If a matter in which an MLA has an interest is raised at a meeting the MLA shall disclose the general nature of the interest, withdraw from the meeting without voting or participating in the discussion, and refrain at all times from attempting to influence the matter. The term "meeting" includes sittings of the Legislative Assembly or its committees, meetings of the Legislative Assembly Management Commission or of a Crown Agency, and Cabinet meetings.[Conflict of Interest Act s. 4(1) and (2)].

The clerk of any meeting where a member makes a disclosure regarding his interests shall record the disclosure, the general nature of the interest, and the member's withdrawal from the meeting. The clerk of any meeting, other than a cabinet

meeting, shall file subsequently the recorded information with the Clerk of the Assembly. Disclosures filed with the Clerk of the Assembly are available for inspection by any person. [Conflict of Interest Act s. 5 and 6].

Where a judge declares that an MLA has violated a provision of the Act the judge may declare the seat of the MLA vacant; suspend the MLA for a period of not more than 90 days; impose a fine not exceeding $5,000.00 or order that restitution be paid, or any combination of the above.[Conflict of Interest Act s. 20(1)].

Due to the importance and complexity of the Legislative Assembly and Executive Council Conflict of Interest Act each MLA is urged to read it carefully.

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PART 4 - PERSONAL BENEFITS

4.1 DENTAL PLAN

Each MLA is automatically covered by the Manitoba Government Dental Plan. Premiums are paid by the Legislative Assembly.

Brochures, claim forms, and additional information on the plan are available from Personnel/Payroll at 945-3444. Registration will be completed by Personnel on receipt of the necessary payroll information.

4.2 GROUP INSURANCE

Insurance is optional for all MLAs. Those who do not join the Plan when they first become eligible will be required to provide evidence of insurability satisfactory to the insurance company if they later wish to participate in the Plan. The same applies if an MLA chooses less than the maximum amount of insurance for which he or she is eligible and subsequently wishes to increase it. An MLA may cancel his or her insurance at any time.

An MLA is entitled to any class of Insurance based on the selected multiple (Insurance Class) of the combination of his or her annual indemnity, annual expense allowance and any additional allowance or salary to which the MLA is entitled under the Legislative Assembly Act, not exceeding the maximum applicable to each class as follows:

Insurance Class	Maximum Insurance
I	$ 37,500
II	75,000
III	112,500
IV	150,000

Group Insurance contributions are deducted from the MLA indemnity payroll.

An MLA may obtain Dependants Insurance within 90 days of acquiring a dependant. If an MLA applies at a later date, evidence of insurability of the dependant must be supplied satisfactory to the insurance company. Contributions will be deducted from payroll.

Applications and further details of the plans are available from Personnel/Payroll at 945-3444.

4.3 BLUE CROSS - SUPPLEMENTARY HEALTH PLAN

An MLA is eligible to join the Blue Cross Supplementary Health Plan. This plan is optional and premiums are collected by payroll deduction.

Coverage for a new MLA begins the first of the month following thirty days after application has been made. Application for coverage must be made within six weeks after the date of general polling.

If an MLA has not applied when first elected, and wishes to be covered at a later date, there will be a six month waiting period from the date of application.

Brochures, applications and additional information are available from Personnel/Payroll at 945-3444.

4.4 PENSION PLAN [Legislative Assembly Act, s. 67 - 87 incl.]

MLAs contribute 7% of salary to the MLA Pension Plan effective January 1, 1980. Membership in the plan is optional. Refunds on withdrawal from the Plan consist of contributions plus 3% interst compounded annually.

For pension purposes, the definition of salary includes annual indemnity and annual expense allowance. An MLA who entered the pension plan prior to June 16, 1979 is eligible to receive a pension when he or she has served as an MLA for not less than 3 Assemblies or for not less than 8 years.

An MLA who enters the pension plan after that date must complete the service stated above and must have reached an age when the total of his or her age plus years of service as an MLA equals 55 to be eligible for a pension.

Ministers, the Speaker and others receiving additional remuneration may contribute in respect of that additional remuneration and receive additional service credits based on the percentage the additional remuneration is of their regular MLA compensation.

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The Civil Service Superannuation Board is responsible for administering the plan and MLAs may obtain more information regarding it by contacting Mr. Walter Worosz at the Civil Service Superannuation Board, 600 - 400 Tache Avenue, Winnipeg, Manitoba, R2H 3C3, Telephone No. 233-8722.

PART 5 - EFFECT OF DISSOLUTION

Services, facilities and benefits are provided to MLAs for their use in the performance of their duties as Members of the Legislative Assembly but not in respect of their roles as Members of political parties. Publicly funded benefits and services provided to them should not be used for, or seen to be used for partisan purposes.

Upon dissolution the following MLA benefits cease:

(a) salaries paid to legislative assistants;
(b) travel allowance;
(c) mailing, telephone and printing privileges;
(d) constituency allowances (except for those eligible costs which are of a continuous nature such as constituency office rent. MLAs should consult the Constituency Allowance Rules.)

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PART 6 - LEGISLATIVE INTERNSHIP PROGRAMME

This programme, which is conducted under the auspices of the Legislative Assembly was initiated in 1985. It provides for the employment of six interns each year from September 1st to August 31st. To be eligible, students must be graduates of a Manitoba University or be Manitoba residents who have graduated from a University outside the province.

The programme consists of work experience and academic components. Interns participate in an intensive two week orientation period when they meet with politicians, senior government officials, representatives of the private sector and senior bureaucrats. They also attend weekly seminars throughout the program and are required to complete a major research paper during their employment.

The interns are divided into two groups of three, one of which is assigned to the Government Caucus and the other to the Opposition Caucus. The respective Caucus Research Directors assign research and constituency work tasks to individual interns assigned to their caucuses.

PART 7 - FACILITIES AND SERVICES

7.1 OFFICE ACCOMMODATION AND SECRETARIAL SERVICES

Each MLA is provided with an office in the Legislative Building allocated by his or her caucus.

Office supplies and secretarial services are provided by caucus office staff.

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7.2 PARKING

Each MLA is provided with a permanently assigned plug-equipped parking space on the Legislative Building grounds.

Arrangements for assignment of a parking space may be made by contacting the Parking Supervisor at 945-4300.

7.3 COMMITTEE ROOMS

MLAs may use Committee Rooms 254 and 255 for meetings with constituent groups. Bookings may be made by phoning the Clerk of Committees at 945-4729.

Guidelines respecting the booking and use of Committee Rooms may be obtained from the Clerk of Committees.

7.4 PROMOTIONAL ITEMS

Each MLA is entitled to receive promotional items for distribution to the public. These items, such as lapel pins, flags, etc., are available to MLAs from their respective caucus offices and are paid for out of the appropriate caucus budget.

7.5 PAGES

Pages are on duty in the Assembly Chamber during sittings to distribute papers and deliver messages to and for MLAs.

PART 8 - MISCELLANEOUS SERVICES

8.1 BUS PASSES

Greyhound and Grey Goose bus lines provide complimentary bus passes to MLAs for unlimited travel within the province.

8.2 DINING ROOM

A dining room and a cafeteria are located on the basement level of the Legislative Building. Both facilities are open to the public. Persons using the dining room are advised to make reservations.

A private dining room is also available on a reservation basis.

	HOURS	PHONE
Cafeteria	7:00 a.m. - 4:00 p.m.	942-1228
Dining Room	11:30 a.m. - 2:00 p.m.	945-4354

8.3 GALLERY VISITORS

Visitors may observe the proceedings of the Assembly from the Visitors' Gallery. Gallery passes are required and may be obtained from the security desk at the front entrance of the Legislative Building.

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8.4 BUILDING TOURS

Guided tours of the Legislative Building may be arranged in advance for groups by contacting the security person on duty at the security desk at the front entrance (Phone 945-3700) of the building.

PART 9 - LEGISLATIVE DOCUMENTS

9.1 ORDER PAPER AND NOTICES

The Order Paper and Notices is the daily agenda of the Assembly and contains a list of all items that may be brought forward on that particular day. In addition, the "Notice Paper" portion of it lists those items of which the required notice is being given. It is printed and distributed to MLAs daily before each sitting.

9.2 VOTES AND PROCEEDINGS

The Votes and Proceedings is the official record of the business transacted by the Assembly and is compiled by the Table Officers. It is printed and distributed to MLAs daily.

Each Friday, a Bill Status Report is produced as an appendix to the Votes and Proceedings. It indicates the stage at which each Bill then before the House stands.

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9.3 DEBATES AND PROCEEDINGS (HANSARD)

The Debates and Proceedings is a verbatim report of the speeches made in the Assembly and is published daily. Every effort is made to have it available for distribution within 24 hours of each daily sitting.

9.4 STANDING AND SPECIAL COMMITTEE PROCEEDINGS (COMMITTEE HANSARD)

Verbatim transcripts of the proceedings of Standing and Special Committees are printed and distributed to MLAs as soon as possible after a sitting of a committee.

9.5 JOURNALS OF THE LEGISLATIVE ASSEMBLY

The Journals are an edited, corrected, bound and indexed version of the Votes and Proceedings. They are the permanent official record of the proceedings of the House. They are published following the end of each session and each MLA is provided with a copy.

9.6 SESSIONAL PAPERS

Documents that are required to be tabled in the House are called Sessional Papers. After an item has been "tabled" it is numbered and the original is kept in the Clerk's Office. Copies are distributed to MLAs in the House. Sessional Papers are documents that are required to be tabled by one of the following:

(a) An order of the Lieutenant-Governor;
(b) An order of the Legislative Assembly;
(c) An Act passed by the Legislative Assembly; or
(d) A rule of the Legislative Assembly.

9.7 TABLED DOCUMENTS

Documents sent to the Table in the Assembly which are not required to be tabled (according to the criteria set out in Part 9.6 above), such as a letter read aloud by an MLA, are not Sessional Papers and are not numbered. The originals are kept in the Clerk's Office and copies are available on request. Documents of this type are listed in the index of the Journals of the Session in which they were tabled.

PART 10 - LEGISLATIVE LIBRARY

10.1 INTRODUCTION

The Legislative Library's primary function is to serve the information needs of MLAs, their staff, and the staff of the Legislative Assembly. It also assists the personnel of government departments and agencies; as a research library it is a resource for the academic community and for the general public.

The Library provides service at two locations. A staff of experienced professional librarians, technicians and subject specialists offers prompt, non-partisan confidential services, including reference assistance and circulation of materials.

10.2 HOW TO USE THE SERVICES

Requests for information may be made in writing, in person or by phoning either the Library or the Legislative Reading Room.

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Most books and government publications may be borrowed by MLAs for use outside the Library. Reference books and bound periodicals are not usually loaned. However, photocopying facilities are available at both library sites.

10.3 SERVICES PROVIDED

(a) THE LIBRARY COLLECTIONS

In addition to the 100,000 volume book collection, the Library has a comprehensive collection of Manitoba government publications, Canadian federal and provincial publications, and a wide range of documents from U.S. and international sources.

The Library subscribes to 200 current newspapers, including all Manitoba dailies and weeklies, both original and on film, and to approximately 420 periodicals.

(b) INFORMATION AND RESEARCH SERVICES

An experienced staff of professional librarians and technicians is available to answer requests for information and to perform reference searches.

(c) COMPUTER-BASED REFERENCE SERVICE

In addition to the provision, at both sites, of Hansard Services on-line, the Library subscribes to a number of commercially prepared databases that are accessed through the Library's computer terminal, and which enable staff to supply complete and timely information.

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(d) CURRENT AWARENESS PUBLICATIONS

The Library regularly prepares for the use of MLAs a listing of Current Periodicals Contents, covering areas of interest to them. A second publication, Selected New Titles, lists the Library's most important new acquisitions. All MLAs receive copies of both publications.

(e) MANITOBA GOVERNMENT PUBLICATIONS

Manitoba Government Publications Monthly Checklist is a comprehensive listing of all publications issued by the Manitoba government in English and French, many of which are of interest to MLAs and their constituents. All MLAs are automatically added to the mailing list to receive the Checklist.

(f) TOURS AND ORIENTATION SESSIONS

Informational tours of the Library to familiarize Members and their staff with Library services and facilities can be arranged by contacting Rick MacLowick, Head, Information Services, at 945-4330. For information about the services available at the Legislative Reading Room, please contact Sheila Miller at 945-4243.

10.4 HOURS OF OPERATION

Legislative Library (200 Vaughan Street)	8:30 a.m. to 5:00 p.m. Monday to Friday
Legislative Reading Room (Legislative Building)	8:30 a.m. to 4:30 p.m. Monday to Friday Closed 12:00 p.m. to 1:00 p.m.
Reading Room Sessional Hours (while the House and Committee of the Whole sit).	8:30 a.m. to 6:00 p.m. Monday to Thursday 7:30 p.m. to 10:00 p.m. Monday 8:30 a.m. to 4:30 p.m. Friday

PART 11 - LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

(The Commission)

11.1 ORIGIN

The Legislative Assembly Management Commission was established in 1983 by the passage of the Legislative Assembly Management Commission Act. It replaced The Board of Internal Economy and was provided with significantly broader duties and responsibilities.

11.2 COMPOSITION (LAMC Act s. 3)

The Commission is composed of: the Speaker, who is the presiding Commissioner; four MLAs appointed by the Government Caucus (or, in the event of two or more opposition parties five MLAs appointed by the Government Caucus); three MLAs appointed by the Official Opposition Caucus; and, if appropriate, one MLA representing the largest other opposition caucus. The Clerk of the Legislative Assembly is the secretary of the Commission.

11.3 POWERS, AUTHORITIES AND RESPONSIBILITIES (LAMC Act s. 6)

The following duties and responsibilities are assigned to the Commission by the LAMC Act s. 6:

(a) reviewing the estimates and staff establishments of the Department of Legislation;
(b) overseeing the financial management of the Legislative Assembly;

(c) providing the required facilities and services to the Legislative Assembly;
(d) formulating policies respecting the administration of the Legislative Assembly;
(e) maintaining proper security over the Legislative Assembly Chamber and offices; and
(f) advising and giving direction respecting the efficient and effective operation and management of the Assembly.

11.4 MEETINGS, [LAMC Act s. 4(4)]

Meetings of the Commission are held in camera. The Commission tables in the Assembly an annual report and any other reports it deems necessary. The minutes of meetings held for the year covered by the annual report are attached to it when it is tabled in the House.

PART 12 - COMMONWEALTH PARLIAMENTARY ASSOCIATION

12.1 AIMS

The CPA is an association of Commonwealth Parliamentarians who, irrespective of race, religion, or culture, are united by community of interest, respect for the rule of law and the rights and freedoms of the individual citizen, and by pursuit of the positive ideals of parliamentary democracy.

In providing the sole means of regular consultation between Commonwealth Parliamentarians, the Association seeks to promote the study of and respect for parliamentary institutions throughout the Commonwealth.

12.2 GENERAL CONFERENCES

Once each year representatives from CPA branches across the Commonwealth meet to consider matters of parliamentary significance. The annual general conference is held in a different Commonwealth country each year.

12.3 REGIONAL CONFERENCES

Canada is a single region within the CPA organizational framework and consists of thirteen branches (of which Manitoba is one). Each year an Annual Regional Conference is held in a different province or territory. Manitoba is entitled to send a delegation of six MLAs and one parliamentary officer to this conference.

12.4 PARLIAMENTARY SEMINARS

The Manitoba Branch is invited, approximately once every four years, to send one representative to the parliamentary seminar held in the U.K.. This seminar is designed for Members of Legislative bodies who will likely have many parliamentary years ahead of them.

The Canadian Region holds an annual Parliamentary Seminar in Ottawa every second year and in a different province or Territory in each of the intervening years. Manitoba is invited annually to send a delegation of three MLAs and one parliamentary officer to this seminar.

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12.5 FINANCES

The Legislative Assembly annually votes the funds required to pay regional and international CPA dues. The attendance costs of delegates to CPA conferences and seminars in Canada are paid out of the Legislative Assembly budget.

12.6 PUBLICATIONS

Each CPA Member is entitled to receive a copy of:

(a) The Parliamentarian which is published quarterly and contains articles by parliamentarians, academics and others throughout the Commonwealth, interested in the study of parliament.

(b) The Canadian Parliamentary Review which is published quarterly in Canada and gives its readers brief news reports of past and forthcoming CPA conferences or seminars, election results, appointments to legislative posts such as Speaker or Clerk, as well as articles on parliamentary developments and topics of interest to parliamentarians.

(c) CPA Quarterly Newsletters respecting CPA affairs and Parliamentary events throughout the Commonwealth.

12.7 CPA TIES, SCARVES AND LAPEL PINS

These items are available to Association members through the Clerk's Office.

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PART 13 - OFFICERS AND OFFICIALS OF THE LEGISLATIVE ASSEMBLY

13.1 CLERK OF THE LEGISLATIVE ASSEMBLY

The Clerk is appointed by Order-in-Council and is the chief permanent officer of the Assembly. He is responsible to it through the Speaker for:

- maintaining the records of the business of the Assembly and for the custody of all legislative documents;
- providing advice and assistance relating to parliamentary procedure to the Speaker, the Deputy Speaker, the Deputy Chairman, Committee Chairmen and all MLAs;
- directing the activities of the Deputy Clerk and other staff of the Assembly;
- providing general administrative and support services to the Legislative Assembly; and
- advising the Speaker on protocol arrangements for legislative functions and ceremonies.

The Clerk is the Secretary to the Legislative Assembly Management Commission, the Secretary to the Manitoba Branch of the Commonwealth Parliamentary Association and a member of the Administrative Committee for the Manitoba Legislative Internship Programme.

13.2 DEPUTY CLERK OF THE LEGISLATIVE ASSEMBLY

The duties of the Deputy Clerk include the following:

- assisting the Clerk in the performance of his duties and substituting for him in his absence;

- providing advice on parliamentary procedure on request to the Speaker, Deputy Speaker, Deputy Chairman, Committee Chairmen, all MLAs and the Clerk;
- directing the production of the Order Paper and Notices, the Votes and Proceedings, Hansard and the Journals of the Assembly; and
- acting as the Clerk of Standing or Special Committees as required.

13.3 DIRECTOR OF ADMINISTRATION

The duties of the Director of Administration include:
- financial and personnel administration of the Legislative Assembly;
- budget preparation and control of expenditures for the Legislative Assembly; and
- provision of financial services to MLAs including advice on MLAs benefits.

13.4 LAW OFFICER

The Legislative Counsel and Deputy Legislative Counsel of the Department of the Attorney-General serve as the Law Officer and Deputy Law Officer of the Legislative Assembly.

The Law Officer's responsibilities include:
- advising upon legislation and drafting Bills as required by the Executive Council;
- assisting MLAs in the preparation of motions, Private Bills, Private Members Public Bills and amendments to Bills;

- revising and putting marginal notes on all Bills, causing them to be printed and being responsible for the correctness of the Bills;
- being present at the sittings of committees by which Bills are considered; and
- preparing and delivering to the Queen's Printer the copy for the printing of the annual statutes.

13.5 THE SERGEANT-AT-ARMS

The duties of the Sergeant-at-Arms include:

- being responsible for security within the precincts of the Legislative Assembly.
- ensuring the safekeeping of the Mace and the fittings and furniture of the Assembly Chamber; and
- supervising the messengers, attendants and pages employed by the Assembly.

13.6 CHIEF ELECTORAL OFFICER (C.E.O.) [see The Elections Act, The Elections Finances Act and The Electoral Divisions Act]

The C.E.O. is appointed by Order-in-Council and reports directly to the Legislative Assembly. The C.E.O. is accountable for the preparation and conduct of provincial general and by-elections. The C.E.O. is also accountable to ensure annually public disclosure of contributions and expenditures of political parties and candidates and to certify public reimbursement of election expenses. The C.E.O. chairs the Political Party Advisory Committee and is a member ex officio of the Electoral Divisions Boundaries Commission

After each by-election or general election, the C.E.O. submits a report to the Speaker regarding the conduct of the election. Annually, the C.E.O. also makes a report to the Speaker concerning administration of The Elections Finances Act. If the C.E.O. in either report to the Legislative Assembly, recommends amendments to The Elections Act , that report must be referred to the Standing Committee of the Assembly on Privileges and Elections for consideration of these matters.

The C.E.O. is the sole prosecutorial authority under The Elections Act and The Elections Finances Act.

The C.E.O. holds office during good behaviour and can only be removed or suspended by the passage of a resolution, carried by a vote of 2/3 of the Members of the Assembly.

13.7 OMBUDSMAN [see Ombudsman Act]

The Ombudsman is an officer of the Legislative Assembly and is accountable to it. He or she is appointed by Order-in-Council (for a six year term, renewable for an additional six year period) on the recommendation of the Standing Committee of the Assembly of Privileges and Elections.

The Lieutenant-Governor-in-Council, on a resolution of the Assembly carried by a vote of 2/3 of the Members of the Assembly, may remove or suspend the Ombudsman.

The Ombudsman investigates complaints filed relating to the administration of government departments and agencies. Complaints may be initiated by an individual complainant, the Ombudsman himself or herself, a committee of the Assembly or by

a referral from the Lieutenant-Governor-in-Council. If, in the opinion of the Ombudsman, the complaint is found to be valid, he or she may recommend that corrective action be taken to bring about redress of grievance and to prevent a recurrence.

The Ombudsman reports annually, through the Speaker, to the Legislative Assembly.

13.8 PROVINCIAL AUDITOR [see Provincial Auditor's Act]

The Provincial Auditor is appointed by Order-in-Council and reports annually through the Lieutenant-Governor in Council to the Legislative Assembly. The Provincial Auditor holds office during good behaviour for a 10 year term (and may be re-appointed for further 10 year periods).

The Provincial Auditor's mandate is to carry out broad scope financial management and compliance audits of the Government and certain of its agencies and to report to the Legislative Assembly on the work of his or her office. In addition, the Provincial Auditor carries out management overview audits on the remaining Government agencies which have financial audits carried out by external audit firms. He or she also carries out inspection audits of selected recipients of public funds. This work is carried out to assist the Legislative Assembly in holding the Government accountable for the administration of pubic funds.

APPENDICES

APPENDIX A

REMUNERATION AND ALLOWANCES (As of September '86)

PART 1 - REMUNERATION

ALL MLAs

Annual Indemnity	$24,135.68
Annual Expense Allowance	12,067.84
Basic Compensation	$36,203.52

THE PREMIER

Additional Annual Salary	$26,600.00

CABINET MINISTERS

Additional Annual Salary	$20,600.00

CABINET MINISTERS WITHOUT PORTFOLIO

Additional Annual Salary	$15,600.00

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LEADER OF OFFICIAL OPPOSITION

Additional Annual Salary	$20,600.00

THE SPEAKER

Additional Annual Indemnity	$12,000.00
Non-Sessional Allowance	3,500.00
Expenses (paid on the basis on accounts approved by the Provincial Auditor)	3,000.00

THE DEPUTY SPEAKER

Additional Annual Indemnity	$3,000.00
Expenses (paid on the basis of accounts approved by the Provincial Auditor).	500.00

DEPUTY CHAIRMAN OF COMMITTEES OF THE WHOLE HOUSE

Additional Annual Indemnity	$2,500.00

GOVERNMENT WHIP

Additional Annual Indemnity	$2,500.00

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OFFICIAL OPPOSITION HOUSE LEADER

Additional Annual Indemnity	$2,500.00

OFFICIAL OPPOSITION WHIP

Additional Annual Indemnity	$2,500.00

LEGISLATIVE ASSISTANT

Additional Annual Indemnity	$2,500.00

PART 2- ALLOWANCES

The following amounts are the maximum allowable amounts payable to MLAs pursuant to specific provisions of The Legislative Assembly Act.

CONSTITUENCY ALLOWANCE	$3,500.00
(all MLAs are eligible)	
ACCESS ALLOWANCE	$6,000.00

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SPECIAL SUPPLIES AND OPERATING ALLOWANCE — $1,500.00

(Paid on behalf of each MLA to the relevant party caucus)

COMMITTEE MEMBER INDEMNITY — $75.00/day

(Paid to committee members in accordance with the provisions of s. 64(1) of The Legislative Assembly Act)

LIVING ALLOWANCE

Paid to MLAs who represent electoral divisions wholly or partly outside of Winnipeg who do not normally reside in Wpg. in accordance with s. 59.1 of The Legislative Assembly Act). — $40.00/day

Paid to MLAs who represent electoral divisions wholly outside of Winnipeg and who maintain both a residence in the electoral division and, for purposes of attending sessions, a residence in Winnipeg — $65.00/day

TRAVEL ALLOWANCE — Subject to the limitations set out in the Act.

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GOVERNMENT AIR SERVICE	Same as above.
TELEPHONE ALLOWANCE	Same as above.
MAILING ALLOWANCE	Same as above.
PRINTING ALLOWANCE	Same as above.

APPENDIX B

DIRECTORY

OFFICE OF THE SPEAKER		PHONE #
Speaker - Hon. Myrna A. Phillips	Room 244	0079
Executive Assistant - Davida Sarson	Room 244	0078
Secretary - Glenda Wilson	Room 244	3706

OFFICE OF THE CLERK		
Clerk - W.H. (Binx) Remnant	Room 237	3707
Deputy Clerk - Bev Bosiak	Room 251	5682
Journals Clerk - Dawn Klockow	Room 251	6331
Office Administrator - Alex Milton	Room 237	3636
Special Projects Assistant - Cynthia DeSerranno	Room 46	6071

COMMITTEES BRANCH		
Clerk of Committees - Sandra Clive	Room 251	4729

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HANSARD BRANCH

Hansard Editor - Suzanne Dion	Room 251	2534

CHAMBER BRANCH

Sergeant-at-Arms (Sessional)-Ernie Diack	Room 256	4995
Deputy Sergeant-at-Arms (Sessional) - Roy MacGillivray	Room 256	4995

LAW OFFICERS (Department of Attorney-General)
(350 - 444 St. Mary Avenue)

Law Officer - Miles Pepper, Q.C.	3708
Deputy Law Officer - A.C. Balkaran, Q.C.	3986

ADMINISTRATION (Department of Consumer and Corporate Affairs)
10th Floor Woodsworth Building, 405 Broadway, R3C 3L6

Director* - Fred Bryans	2653
Departmental Accountant - J. Chappel	2657
Accountant - D. MacPhail	3469
Personnel/Payroll - K. Friesen	3444

* Holds a dual position as Director of Administration for both the Department of Consumer and Corporate Affairs and for Legislation.

SECURITY AND PARKING (Department of Government Services)

Administrator - J.L. Johnston	Room 100	4296
Secretary - Jane Ellis	Room 100	4297

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LEGISLATIVE LIBRARY (Department of Culture, Heritage and Recreation)
Manitoba Archives Building, 200 Vaughan Street, R3C 1T5

Legislative Librarian - J. Irvine	3968
Administrative Assistant - O. Rosnyk	3968

Information and Research	
Head - F.B. (Rick) MacLowick	8244
Librarians	4330

Technical Services	
Head	5771
Librarians & Technicians	5771
Government Publications - P. Nielson	7022
Technicians	7022

Legislative Reading Room, Room 260 Legislative Building	
Technician - Sheila Miller	4243

CAUCUS OFFICES

Government Caucus Office - Irene Rossman	Room 234	3710
Opposition Caucus Office - Bev Savoie	Room 223	3709

DINING ROOM	Legislative Building	945-4354
CAFETERIA	" "	942-1228

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ELECTIONS MANITOBA

Imperial House, 379 Broadway, R3C 0T9

Chief Electoral Officer - R.T. Willis	3225
A/Deputy Chief Electoral Officer - J. Thompson	3225

OFFICE OF THE OMBUDSMAN

Colony Square, 500 Portage Avenue, R3C 3X1

Ombudsman - Gordon S. Earle	4491
Assistant to the Ombudsman - B.E. Tuckett	4491

PROVINCIAL AUDITOR

Manu-Life Building, 386 Broadway, R3C 3R6

Provincial Auditor - Fred Jackson	3790
Assistant Provincial Auditor - John Singleton	3791